

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 2179     **TITLE:** CHIEF OF MAIL SERVICES AND PUBLICATIONS  
**GRADE:** S-21

**DEFINITION:**

Under direction to plan and direct the operation of the central County mail facility and publications center; and to do related work as required.

**TYPICAL TASKS:**

Plans and supervises the operation of the mail service facility and the publication center;  
Establishes and modifies work schedules and procedures as necessary to meet workload demands;  
Oversees the collection and deposit of monies from coin-operated copy machines;  
Maintains liaison with Post Office officials relative to mailing rates and other matters pertaining to postal rules and regulations;  
Organizes special runs for Board of Supervisors and other governmental officials;  
Handles special runs as required from County Executive and County agencies;  
Coordinates activities with the Print Shop;  
Trains and supervises subordinates in operation and maintenance of copiers, labelers, inserters and other postage machines;  
Advises County agencies on design of forms and newsletters to facilitate economical and easy mailing;  
Prepares periodic activity and accounting reports;  
Supervises the operation of Publications Center, including accounting procedures, inventory and stock control, and daily accounting;  
Ensures adequate staffing of the Publications Counter at all times during duty hours;  
Provides supplies and coordinates maintenance of copy equipment in main County complex;  
Evaluates copier requirements and makes recommendations regarding equipment needs.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of all postal laws, rules and regulations;  
Knowledge of mechanical operation of postal equipment such as inserters, copiers and labelers;  
Knowledge of accounting methods and procedures;  
Ability to establish and maintain effective working relationships with County officials and subordinates;  
Ability to plan and supervise the work of others.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from high school and five years of progressively responsible experience in a related field of work, two of which shall have been in a supervisory capacity.

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